

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Foreman (Maintenance) #1108

**ANNOUNCEMENT NO.** 150-2015

**SALARY:** WS-213 / Minimum \$27,019 / Maximum \$55,307 annually

**LOCATION:** LANG-ANG, Hammond Airport, Hammond, Louisiana

**OPEN:** 10 December 2015

**CLOSE:** 23 December 2015

**NOTE:** Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form 10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

#### A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Active Military Soldiers; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Must have thorough working knowledge of Windows, Microsoft Office (Word, Outlook, PowerPoint, Excel, Access) and other technology skills as required. Must have the ability to work and communicate effectively with peers, superiors, subordinates, agency personnel and the public. Travel may be required. Must meet physical requirements to perform functions of the position.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a CAC Card. Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

**4. POSITION DESCRIPTION:** Employee shall adhere to all safety precautions; such as, wearing hearing protection, composite toe-shoes, face shields, goggles, gloves, hardhat, etc. According to the situation requiring such use, these items will be utilized and properly stored when not being used. Employee shall observe environmental and recycle policies established. Plans and performs electrical work throughout installation to include maintenance, repairs, alteration and troubleshooting of electrical distribution systems, raceways, circuits and equipment. Installs, repairs, maintains and updates historical data of specialized equipment: such as motors, generators, transformers, lamps, meters, etc. Assist in operation of standby generator units during commercial power failures and performs operational checks inspections, services and makes emergency repairs to standby units in the field to insure uninterrupted power is available to the facilities during commercial power outages. Determine that generators can provide emergency power compatibility with the facilities' power requirements in terms of size, wattage, electrical phases, etc. Perform a wide variety of facilities maintenance trade skills for maintaining and repairing the facilities' structural, electrical, HVAC, utilities, mechanical equipment and grounds. Work performance includes carpentry, masonry, painting, custodial, equipment repairs and maintenance. Provide operation and maintenance for preventative maintenance programs and work orders. Inspects, verifies and documents completion of work orders using in Integrated Engineering Management System (ITEMS). Contracting Officer Representative (COR) for assigned service contracts. Manages assigned service contracts to ensure work is completed according to the specifications and guidelines for COR responsibilities. Collects, validates and forwards monthly/quarterly status reports from applicable service contracts to Facility Manager or Base Civil Engineer (BCE). Ensure all jobs are completed according to the priority assigned by CES Operations office/ State Facility Manager (FM) or BCE. Notifies customers, FM and BCE of all changes to job status or priority maintaining chain of command protocol. Report all missed maintenance and sure the maintenance is properly closed out or forwarded to the following week's schedule. Validates hours required for preventative maintenance in IEMS. Coordinates with vendors to purchase equipment and supplies. Contact contractors to receive bids, quotes or estimates, does have purchase authority with Resource Advisor approval. Performs drafting, engineering, and specifications development for maintenance jobs not performed in house. Ensures compliance of environmental, safety and health concerns IAW all ANG, AF, State and Federal instructions. Manages State tools IAW LA ANG and AF instructions. Assists BCE/FM with writing SOW and Government Cost Estimates for Service and minor repair contracts. Completion of SHARP Training and fosters sexual harassment free environment. Complete all LMD training requirements annually. Perform other duties as assigned.

**5. APPLICATION PROCEDURES:** All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **To obtain a LANG-LMD-H Form 10 (State Application) contact the following Human Resources Employee Assistance Office.**

Ms. Stephanie Decquir  
LMD-HR, New Orleans, La. (LANG-JB)  
E-mail: [stephanie.a.decquir.nfg@mail.mil](mailto:stephanie.a.decquir.nfg@mail.mil)  
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